



State of California—Health and Human Services Agency  
**Department of Health Services**



DIANA M. BONTÁ, R.N., Dr.P.H.  
Director

ARNOLD SCHWARZENEGGER  
Governor

January 15, 2004

### **Notice to Prospective Proposers**

You are invited to review and respond to this Request for Proposal (RFP) Number 03-75006 entitled, "California Dental Medicaid Management Information System" or CD-MMIS. In submitting your proposal, you must comply with the instructions found herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the following Internet site:

<http://www.ols.dgs.ca.gov/Standard+Language/default.htm>. If you do not have Internet access, a hard copy can be obtained by contacting the person signing this letter.

If a discrepancy occurs between the information appearing in the advertisement placed in the California State Contracts Register and the information herein, the information in this notice and in the RFP shall take precedence.

#### **I. Proposal Submission Deadline**

Regardless of postmark or method of delivery, the Department of Health Services' (DHS) Office of Medi-Cal Procurement (OMCP) must receive proposal packages no later than **4:00 p.m.** on March 5, 2004. Refer to the attached RFP for detailed submission requirements.

#### **II. Voluntary non-binding Letter of Intent**

In this procurement, prospective proposers are asked to voluntarily submit a non-binding Letter of Intent. See the RFP for detailed Letter of Intent submission instructions.

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Please be advised that while the Letter of Intent is voluntary, the DHS will continue to provide automatic updates about the RFP only to prospective Proposers who have provided a Request for Inclusion on Mailing List form, Attachment 11, in this RFP. Regardless of delivery method, this form is due to DHS by 4:00 p.m. on February 6, 2004.

It is incumbent upon any Proposer who has not submitted the Mandatory Request for Inclusion on Mailing List form, but intends to bid on this contract, to monitor the website at <http://www.dhs.ca.gov/omcp> for any administrative bulletins and/or RFP addenda updates to the RFP.

A Proposer may also call (916) 323-7406 to request any administrative bulletins and/or RFP addenda updates to the RFP.

### **III. Disabled Veteran Business Enterprise (DVBE) participation requirements**

California Law requires Disabled Veteran Business Enterprise (DVBE) participation and/or performance of a good faith effort (GFE) to meet these requirements. DHS policies require DVBE participation on all contracts exceeding \$10,000. You may need four weeks or more to complete this process; therefore, you should begin this process promptly. Out-of-state firms must comply with California's DVBE participation requirements.

### **IV. Funding Limit**

Reimbursement for the contract resulting from this RFP shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are performed and/or goods are received.

The Contractor must maintain records reflecting actual expenditures for each state fiscal year covered by the term of this agreement.

Funding for each state fiscal year is subject to an annual appropriation by the State Legislature or Congress. If full funding does not become available, DHS will cancel the resulting agreement or amend it to reflect reduced funding and reduced activities. Continuation beyond the first state fiscal year is also subject to the contractor's successful performance. Without prior DHS authorization, you may not expend funds set aside for one budget period in a subsequent budget period.

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### **V. Proposer Questions**

In the opinion of the DHS, this RFP is complete and without need of explanation. However, if you have questions or need clarifying information, put all inquiries in writing and mail or fax them to DHS according to the instructions in the RFP section entitled, "Proposer Questions." DHS will respond to questions in accordance with the provisions in the RFP section entitled "Proposer Questions."

### **VI. Changes in the RFP**

Several changes have been made to the RFP since the release of the DRAFT RFP dated September 17, 2003, including the following:

- A. Materials have been added to the Data Library for this procurement. Please see the Data Library Index, Appendix 6, for the updated contents.
- B. Upon request, OMCP will provide Proposers a disk in Excel format with embedded programs to assist in the development of cost proposals. The following Bid Price Forms will be available on disk: Operations Bid Form/Adjudicated Claim Service Line; Operations Bid Form/Treatment Authorization Requests; Telephone Service Center/Provider Line; Telephone Service Center/Beneficiary Line. Information on obtaining the Excel disk can be found in the RFP section L entitled "Cost Proposal Format and Content Requirements", subsection 2.c.1).
- C. The RFP allows Proposers to offer optional Additional Contractual Services (ACS) in their Technical Proposals, including an ACS to replace the current CD-MMIS. Proposers are advised to carefully follow the requirements associated with the submission of an ACS as described in section K entitled, "Technical Proposal Format and Content Requirements", subsection 3.I. In the event a Proposer submits a system replacement ACS that is not acceptable to the Department, the Department intends to acquire a contractor who will phase in a replacement CD-MMIS by the end of year two Operations under the contract resulting from this RFP. The contract to develop and migrate the replacement system into the CD-MMIS will be awarded under a separate procurement project. This change is described in section A entitled "Purpose and Background".

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**VII. OMCP Relocation**

Please be advised that OMCP will be relocating on January 23, 2004. As of January 26, 2004, the OMCP will be located at:

9800 Old Winery Place  
Sacramento CA 95827  
Phone: (916) 255-6032  
Fax: (916) 255-5244

Proposers are advised not to mail, deliver or fax any material related to this RFP to OMCP at the North Tenth Street office after January 22, 2004.

Thank you for your interest in DHS' service needs.

Sincerely,

*Original signed by Donna Martinez*

Donna Martinez, Chief  
Office of Medi-Cal Procurement

Attachment